

AFISM July Class Schedule

Class Name	Date
All About HR and ePAF	7/2 & 7/24
Financial Reporting - Budget Reports	7/2 & 7/15
Financial Reporting - Transaction Reports	7/2 & 7/16
Xtender - Scanning and Indexing	7/3, 7/12, 7/27, 7/26
Account Code Training for Expenditures	7/8 & 7/26
Financial Management 101: Introduction to FOAP Codes	7/8 & 7/30
Cognos Grant Reporting	7/8 & 7/22
HR Reporting - Employee Appointment Reports	7/9 & 7/16
Introduction to Cognos	7/9 & 7/26
Travel Training for Travel Preparer	7/9 & 7/25
HR Reporting - Payroll Reports	7/11 & 7/18
TechBuy Shopper	7/11 & 7/23
EOPS: Employee One-time Payment System Overview	7/12 & 7/24
Procurement Reporting in Cognos	7/15 & 7/23
Banner 9 Finance Navigation	7/19 & 7/31
Budget Management and Revision	7/19 & 7/31

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FI026A - Advanced Operating Ledger Transaction Report**
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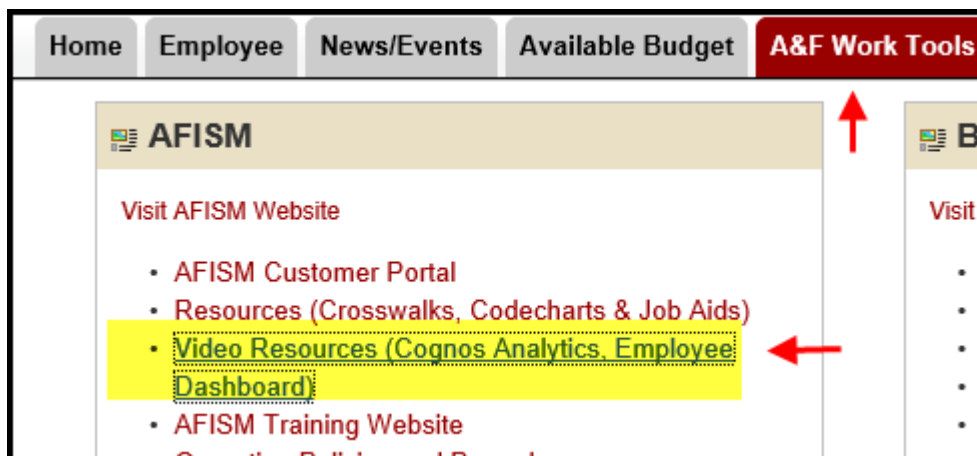
*****Please note that class dates and times are subject to change***

Xtender Video Resources

The Xtender upgrade is now complete. To continue to assist campus with the transition to the new features of Xtender, we have published a collection of videos to assist you with various activities that take place in Xtender. These videos include:

- Introduction to Xtender
- Importing Documents
- Indexing
- Managing Batches
- Queries
- Managing Documents

Access this video library from the A&F Work Tools tab of Raiderlink:



Look within the section titled "Xtender Upgrade".



Report of the Month

FI026A—Advanced Operating Ledger Transaction Report

This report is one of the two most frequently used transaction reports in Cognos. One of the best things about this report is the flexibility that the parameter page provides in allowing the user to focus on a specific data set. Two of these options include executing the report by Document ID or by Document Ref Number.

Document ID can be a Purchase Order Number (i.e. P0709235), the ID of a Pcard transaction (i.e. CT002954), for example. A Document Ref Number can be the trip number from the Travel System (i.e. 1907418) or the transaction number from the Budget Revision System (BR236050). It is best to include the FOP along with these identifiers because the data will generate faster.

Document ID (Optional): <input type="text"/>
Document Reference Number (Optional): <input type="text"/>

Below is the output when executed using Doc Ref Number. It provides the details for travel using the trip number received when a travel application and voucher were submitted using the Travel System. The final 7 columns of this report are not displayed in this newsletter due to lack of space.

The top section of the report shows the Actual Expenses for the trip being reviewed. Notice that the Document Reference Number is the same in all columns, it is one trip. A summary expense total for the trip is provided. The bottom section shows the Encumbrance activity, when it was created and when it was released with a summary total of –0–.

Actual Expense												
Posting Period	Rule Class	Rule Class Description	Transaction Date	Document ID	PO Number	Transaction Description	Transaction Amount	Document Reference Number	Fund	Organization	Account	Account Desc
03	V15	Travel General JV Intrafund	11/15/18	JV257196		T1102_Houston_Jyotsna Sharma	107.07	1907418	18B002	B51282	7B0040	TV IS Incidental Other Aut Travel
03	V15	Travel General JV Intrafund	11/15/18	JV257196		T1102_Houston_Jyotsna Sharma	18.41	1907418	18B002	B51282	7B0040	TV IS Incidental Other Aut Travel
03	V15	Travel General JV Intrafund	11/15/18	JV257196		T1102_Houston_Jyotsna Sharma	137.50	1907418	18B002	B51282	7B0050	TV IS Meals
03	V15	Travel General JV Intrafund	11/15/18	JV257196		T1102_Houston_Jyotsna Sharma	194.99	1907418	18B002	B51282	7B0051	TV IS Lodging
Actual Expense							457.97					
Encumbrances												
Posting Period	Rule Class	Rule Class Description	ransaction Date	Document ID	PO Number	Transaction Description	Transaction Amount	Document Reference Number	Fund	Organization	Account	Account Desc
03	EV1	Travel Original Encumbrance	11/14/18	EV261904	EV261904	T1102_Houston_Jyotsna Sharma	555.00		18B002	B51282	7B0999	TV Encumbrance In State Travel
03	EV2	Travel Encumbrance Liquidation	11/15/18	EW259409	EV261904	T1102_Houston_Jyotsna Sharma	(555.00)		18B002	B51282	7B0999	TV Encumbrance In State Travel
Encumbrances							0.00					

FI026A—Advanced Operating Ledger Transaction Report (Continued)

When you complete a budget revision using the Budget Revision System, you are given a Transaction Number. To view this event, enter that BR Transaction Number into the Document Prefix Identifier parameter field in the FI026A report. The output below shows a Budget Revision transaction. The first line shows the FOAP the monies were moved from and the second shows the FOAP the monies were moved to.

Expense - Budgets														
Posting Period	Rule Class	Rule Class Description	Activity Date	Transaction Date	Document ID	PO Number	Commodity Name	Transaction Description	Transaction Amount	Document Reference Number	Fund	Organization	Account	Account Desc
09	TB4	TTU Temporary Budget Adjustment	05/06/19	05/06/19	BT132756			Between Expense Codes	(132.00)	BR254591	16A050	E04000	7C0	MS Materials/Supplies Budget Pool
09	TB4	TTU Temporary Budget Adjustment	05/06/19	05/06/19	BT132756			Between Expense Codes	132.00	BR254591	16A050	E04000	7F0	RM Repairs/Maintenance Budget Pool
Expense - Budgets									0.00					

The following report outputs were received using the Document ID parameter option. The first screen shot shows the transaction details for a Purchase Order. The P0 number was entered in the parameter field. The report shows the details of this purchase order allowing opportunity to review. Highlighted are the P0#, the transaction description and the account code.

Encumbrances																
Posting Period	Rule Class	Rule Class Description	Activity Date	Transaction Date	Document ID	PO Number	Commodity Name	Transaction Description	Transaction Amount	Document Reference Number	Fund	Organization	Account	Account Desc	Program	
10	PORD	Establish Purchase Order	06/05/19	06/05/19	P0725324	P0725324		Qiagen Inc	80.75		16K000	E04000	7C0930	MS Serums DNA Antibody Cultures Lab	100	
Encumbrances									80.75							

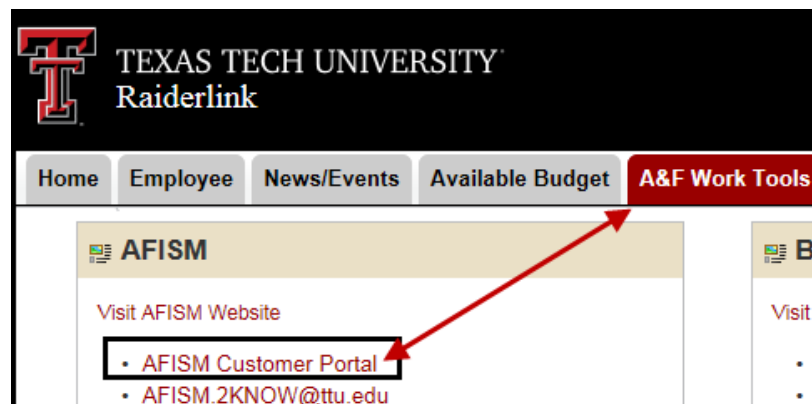
Below is the output when the Document ID for a Pcard transaction is entered into the Document ID parameter field. Rather than having to sort through all of the transactions within the report, this option shows only the transactions related to that specific entry.

Actual Expense																	
Posting Period	Rule Class	Rule Class Description	Activity Date	Transaction Date	Document ID	PO Number	Commodity Name	Transaction Description	Transaction Amount	Document Reference Number	Fund	Organization	Account	Account Desc	Program		
07	TU2	TTU AP Interchart	03/28/19	03/28/19	CT003043			0208RODRIG-ASPB MEMBER	155.00	CT190000	16A050	E04000	7N1000	OE Dues Prof Memberships	100		
07	TU2	TTU AP Interchart	03/28/19	03/28/19	CT003043			0228BIOTEC-6870 DOMINOS PIZZA	42.97	CT190000	16A050	E04000	7N4004	OE FE Business Meetings	100		
Actual Expense									197.97								

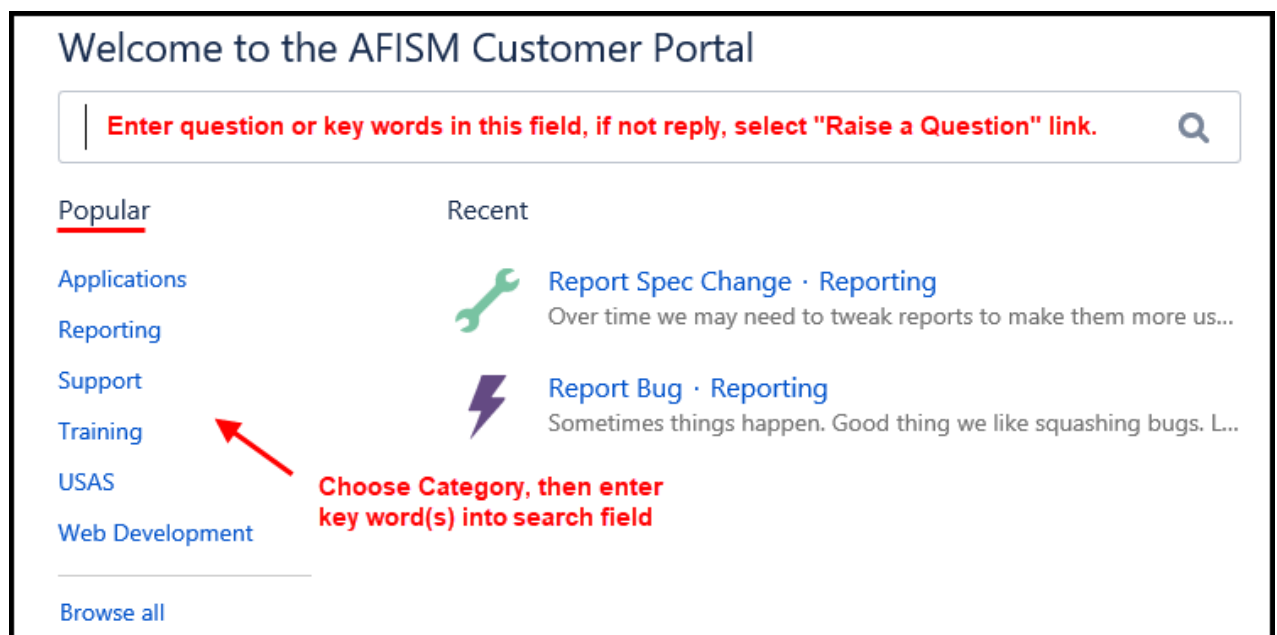
AFISM Customer Portal

AFISM's Customer Portal is the resource hub for those we serve within the campus community. Some of the things you can do via this portal:

- ◆ **Submit and monitor requests** — Submit a request and keep up with it. You can view active projects, the current status of a request and can review a previously closed request.
- ◆ **Share tickets and conversations** — The Customer Portal gives you the ability to share your tickets with coworkers, colleagues and other team members. This allows them to monitor the project status, contribute to the conversation or share with others as needed.
- ◆ **Scan our knowledge base** — The Customer Portal is integrated with our knowledge base to make it easier for you to get answers, quicker. Search the knowledge base by using key words.



Within the AFISM Customer Portal, you may choose the appropriate category in the left menu. Each category has specific questions and options related to that topic. If the search involves the knowledge base and an answer is not available you will be prompted to "Raise a request" by following the links provided.



NEED OUR SERVICES?

AFISM is here and eager to support the growing data and technology needs of the University. Our services include training, report writing, data delivery, data presentation, web development, and much more. Should you have any questions of how AFISM might assist your department, please do not hesitate to reach out.



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